

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



Job Summary - September 9, 2013

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2013 Salary
Executive Office					
3378	Gaming	Gaming Compliance Auditor	CR	8/19/2013	\$ 50,618.00
3500	Gaming	Information Technology Manager		9/3/2013	\$ 79,332.00
3501	Gaming - Site: Why	Gaming Inspector Lead	CL, CORRECTION	9/3/2013	\$ 20.57
3238	Executive Office	Office Specialist	CR, CL	8/12/2013	\$ 12.49
General Support Services					
3382	Accounting	Senior Accountant		8/19/2013	\$ 53,180.00
3410	Accounting	Inventory Specialist		8/19/2013	\$ 13.79
3288	Facility Management	Administrative Assistant, Senior	NEW	9/9/2013	\$ 16.80
3412	Human Resources	Safety Coordinator		9/3/2013	\$ 48,179.00
Department of Health and Human Services					
3163	Behavioral Health	Behavioral Health Therapist		5/13/2013	\$ 51,883.00
3414	Behavioral Health	Counselor		8/26/2013	\$ 15.60
3424	Behavioral Health	Administrative Assistant		9/3/2013	\$ 14.49
Department of Education					
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
3310	Early Childhood - Site: Sells	Teacher Aide/Driver		4/29/2013	\$ 14.49
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.49
3245	Early Childhood - Site: Sells	Teacher Aide		9/3/2013	\$ 11.32
3268	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3154	Recreation - Site: Menager's Dam	Recreation Specialist	NEW	9/9/2013	\$ 12.49
3262	Recreation - Site: Menager's Dam	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3264	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3269	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3266	Recreation - Site: Sells	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3267	Recreation - Site: Sells	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3379	Vocational Rehabilitation	Vocational Rehabilitation Specialist		8/26/2013	\$ 17.22
Department of Natural Resources					
3296	Administration	Natural Resources Technician		7/22/2013	\$ 20.47
3406	Range Conservation	Heavy Equipment Operator		8/12/2013	\$ 17.65
3364	Solid Waste Management	Equipment Operator/Driver I		8/12/2013	\$ 16.39
Department of Planning and Economic Development					
3409	Real Property Management - Site: San Simon	Custodial/Ground Worker		9/3/2013	\$ 10.77
3124	Administration	Planner	Re-Advertised	9/9/2013	\$ 20.98
Department of Public Safety					
3247	Corrections	Maintenance Technician	Re-Advertised	9/9/2013	\$ 11.89
3014	Corrections	Assistant Corrections Administrator	Re-Advertised	9/9/2013	\$ 66,415.00
3280	Law Enforcement	Internal Affairs Investigator		9/3/2013	\$ 28.93
3362	Law Enforcement	Assistant Police Chief		7/15/2013	\$ 85,017.00
3405	Fire	Heavy Equipment Mechanic		8/19/2013	\$ 19.49

ATTENTION ALL APPLICANTS!!!

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

OTHER EMPLOYER'S RECRUITMENT

Intermountain Centers for Human Development

Position: In-Home Counselor (Children's and Adult's Services) - Tohono O'odham, Sells, AZ
Please contact I.C.H.D. Human Resources at (520) 721-1887 ext. 5217 or www.ichd.net

Chukut Kuk District – Tohono O'odham Nation

Youth Coordinator/Monitor
Maintenance Worker

For more information, please contact the Chukut Kuk District Office @ 520-383-2080 or email: ckoffice@chukut-kuk.org



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

3501

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: **GAMING INSPECTOR LEAD**
SALARY: **\$20.57 PER HOUR, PLUS BENEFITS**

OPENING DATE: **September 3, 2013**

CLOSING DATE: **Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical testing is required.***

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: Executive/**Gaming**

JOB LOCATION: **Why, AZ**

POSITION SUMMARY: Under limited supervision, protects the tribal assets and assures the integrity of the Tohono O'odham Nation's gaming operations by overseeing of personnel engaged in monitoring the gaming operations and facility. Ensures compliance with tribal/state compact, gaming ordinance, tribal minimum internal controls, NIGC minimum internal controls standards (MIC's), and tribal regulations. Conducts investigations into alleged or reported violations of the Tribal-State Gaming Compact and Gaming Ordinance. This position reports directly to the Chief Gaming Inspector or designee.

MINIMUM QUALIFICATIONS:

- Associates Degree in Business, Accounting or closely related field and three years' work experience in gaming or investigations, or equivalent combination of training, education and work experience, which demonstrates the ability to perform the duties of this position.
- One year of supervisory experience.

—AND—

- Must be certified by the Arizona Department of Gaming and/or Licensed by the Tohono O'odham Nation before hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must demonstrate seventy percent proficiency in grammar, spelling and math.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT, SENIOR

SALARY: \$16.80 PER HOUR, PLUS BENEFITS

OPENING DATE: September 9, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. Clerical testing is required.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: GSS/Facility Management

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs a variety of complex administrative support duties.

SCOPE OF WORK: Facilities Management Provides general building maintenance, custodial and landscaping services to the Nation's programs that will ensure a safe and healthy working environment for all visitors and employees of the Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and three years' work experience in the clerical field, or an equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must submit a 39-month driving with the employment application.
- Must type 45 words per minute and demonstrate 70% proficiency in grammar, spelling and math.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: RECREATION SPECIALIST
SALARY: \$12.49 PER HOUR, PLUS BENEFITS

OPENING DATE: September 9, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/Recreation

JOB LOCATION: Menager's Dam, AZ

POSITION SUMMARY: Under general supervision, leads and oversees the activities of a recreation facility; provides assistance to patrons and ensures a safe environment in order to increase the health and wellness of the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year work experience in organizing recreational programs or activities, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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3124

JOB ANNOUNCEMENT

JOB TITLE: PLANNER

SALARY: \$20.98 PER HOUR, PLUS BENEFITS

OPENING DATE: September 9, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: Planning/Administration

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, coordinates and performs planning activities with emphasis on resource inventory, needs assessments, plan formulation and implementation strategy.

SCOPE OF WORK: The Planning & Economic Development Department is charged to facilitate the development of a comprehensive / long range plan for the Nation.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Planning or closely related field and one year work experience in Land Use Planning, Civil Engineering, Public Administration, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Must submit a 39-month driving record with the employment application.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

3247

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Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: **MAINTENANCE TECHNICIAN**

SALARY: **\$11.89 PER HOUR, PLUS BENEFITS**

OPENING DATE: **January 28, 2013**

CLOSING DATE: **Open Until Filled**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, **Full-Time**

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Public Safety/**Corrections**

JOB LOCATION: **Sells, AZ**

POSITION SUMMARY: Under general supervision, provides maintenance and upkeep of grounds, repairs of buildings and equipment of the Tohono O'odham Nation.

SCOPE OF WORK: To provide secure Correctional service to the Tohono O'odham Nation.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and six months work experience in facilities or maintenance, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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JOB ANNOUNCEMENT

JOB TITLE: ASSISTANT CORRECTIONS ADMINISTRATOR
SALARY: \$66,415.00, PLUS BENEFITS

Re-Advertised

OPENING DATE: September 9, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Dept. of Public Safety/Corrections

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, performs work of considerable difficulty in planning, directing and coordinating activities of the Tohono O'odham Nation's Correction facility. Acts as Corrections Administrator as required.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Criminal Justice, Law Enforcement, and three years work experience in corrections/detention facility, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must submit a 39-month driving record with the employment application.
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